

## TELECOMMUNICATIONS BULLETIN

**March 1, 2006**  
**CMS 06- 19**

**Bureau of Communication  
and Computer Services**

**From:**

Theresa Starling, Manager  
Customer Solution Center

### Cut Off Dates: FY 06 Telecommunications Service Orders

This Bulletin contains the cutoff dates for all Telecommunications Service Orders (TSRs), Cellular/Wireless Service Orders (CSRs), and Telecommunications Data Orders (TDRs) to be processed in FY06. If your request is received by Central Management Services (CMS) on or before the designated date, your order should be processed and billed in FY06. **Service Orders must clearly state that the work should be billed in FY06.**

The service order categories listed below require different processing procedures, paperwork, and approvals; thus they require different time intervals. Procurements that involve third party input for completion (CMS Procurement and Strategic Sourcing, vendors for bid, etc.) therefore require additional processing time. Adherence to the following dates will allow sufficient lead time for proper review and processing of requests. Please notify your staff of the FY 06 cutoff dates:

- **April 14** – Requests for new voice systems, system upgrades, large office moves or new locations (over 30 stations); data orders for T1s, T3s, OCs, and analog service; and non-contract items for all types of service and equipment.
- **May 31** - Routine voice/data orders for move, add, and change (MAC) work; and routine paging and cellular/wireless service and equipment.

If you have any questions or are aware of FY06 projects that may be a problem, please call Steve Wieland at (217) 557-9953 or contact your agency's Communications System Specialist (CSS) as follows:

Vernon Burchett	217-785-9033	Richard Freimuth	217-785-9211
Raymond Carey	217-785-6409	Tim Lechowski	312-814-5889
Sharon Dennis	312-814-2489	Frank Marchant	217-785-7935
Carol Doerfler	217-524-1000	Rick Nuss	217-524-4794
Ed Fedor	217-524-9911	Joe Patterson	217-524-0808

All service orders should be mailed to:

**Central Management Services**  
**Customer Solution Center**  
**120 West Jefferson Street - 2nd Floor**  
**Springfield, IL 62702-5103.**

**For more information...**  
visit our website at  
[www.state.il.us/cms/telecom](http://www.state.il.us/cms/telecom)